

## **5001 - POLICE CHIEF**

### **NATURE OF WORK**

**This is highly responsible management and complex protective service work planning, organizing, staffing, directing, and controlling the activities of the City's Police Department. Supervision is exercised through various levels of subordinates over a variety of technical professional, administrative, specialized, and clerical employees with assigned responsibilities in various departmental operations. General supervision is received from the City Manager who holds the incumbent responsible for the attainment of desired objectives, the professional management of departmental operations, and for the quality of service provided to the City.**

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

**Plans programs, directs and evaluates the operation of the Police Department.**

**Develops annual budget proposal and controls budgeted expenses.**

**Formulates and implements police policies, procedures, rules, regulations and programs.**

**Prepares and reviews operational and administrative reports.**

**Promotes, assigns and disciplines all personnel.**

**Supervises maintenance of all records and materials associated with law enforcement activities or administration.**

**Makes periodic public addresses.**

**Meets with the news media for interviews.**

**Attends meetings and serves on committees, boards and agencies related to promoting crime prevention and improving law enforcement.**

**Evaluates the work of subordinates.**

**Performs related work as required.**

### **KNOWLEDGE, SKILLS AND ABILITIES**

**Extensive knowledge of the laws, rules and court decisions relating to the administration of criminal justice and law enforcement.**

**Extensive knowledge of scientific methods of crime detection, criminal identification and radio communication.**

**Extensive knowledge of controlling laws and ordinances.**

**Extensive knowledge of the geography of the City.**

**Demonstrated ability to lead and direct the activities of Police Officers.**

**Ability to maintain cooperative relationships with other City officials and with the general public.**

**Ability to evaluate the effectiveness of the Police operation and to institute improvements.**

**Ability to prepare and review reports.**

## **5001 - POLICE CHIEF**

**Resourcefulness and sound judgment in emergencies, demonstrated integrity, and tact.**

### **MINIMUM REQUIREMENTS**

**Graduation from an accredited college or university with a Bachelor's degree in law enforcement, public administration or related areas and extensive experience of a wide and progressively responsible nature in police service. Experience can substitute for education on a year-for-year basis.**

### **PHYSICAL REQUIREMENTS**

**Must have physical capability to pass police physical agility entrance tests. Must have physical capability to run, walk, and climb over rough and unfamiliar terrain, fences and other obstacles for extended periods of time; to bend, accessing attics, crawl spaces, and other recesses of buildings; operate motor vehicle for long periods of time; to subdue persons resisting arrest; to move a disabled or combative individual. Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment.**

### **SUPERVISION RECEIVED**

**General and specific assignments are received from the City Manager or Assistant City Manager. Work is performed with little direct supervision and with extensive latitude for the use of independent judgment. General direction is received from the senior management for adherence to City policies and attainment of desired goals and objectives through personal conferences and review of reports of operations.**

### **SUPERVISION EXERCISED**

**Supervision is exercised through various levels of subordinates over a variety of technical, professional, administrative, specialized, and clerical employees with assigned responsibilities in various phases of departmental operations.**

**Rev. 11/97**